



Terms of Reference for the Resources Committee of the Governing Body of Newtown Primary School

Membership:

Membership shall consist of seven governors (plus the Headteacher if not one of these seven).

The governing body will appoint a chair to the committee (this can be a governor who works at the school, except for the Headteacher).

The committee shall have such non-voting associate members as the governing body shall appoint (although the majority of the committee must be governors).

- Steve Fearn (Chair of Committee)
- Ruth Jones (Headteacher)
- Hayley Back
- Louise Mason
- Jenny Lloyd
- Richard Westlake
- Sandra Dagleish
- Saxon Spence

Associate Members: None

Quorum (*minimum of 3*)*: Four

Chair of Committee: Steve Fearn

Clerk of Committee: Jessica Bengner

Meeting dates for Academic year 2014 /2015

Date agreed: 3rd July 2014

Date of review: Summer Term 2015

Committee Chair's Signature:

Agreed at meeting of full Governing Body 3rd July 2014

Signed (Chair of Governors):

Withdrawal

Any person employed to work at the school, other than the Headteacher, must withdraw from the meeting for discussions and decisions concerning the pay or performance of anyone employed at the school. The Headteacher must withdraw if his or her pay or performance is being discussed.

Matters of Urgency

These may be dealt with by the Chair of Governors, Chair of the Committee and Headteacher and reported to the next meeting of Committee or Full Governing Body

The Governing Body's responsibilities for resources:

The Governing Body has responsibility to ensure that the resources allocated to our school are used to ensure the best provision for the pupils. The Governing Body recognises that it is accountable for the way in which resources are used and is committed to carrying out this responsibility honestly, transparently and with integrity. The committee has delegated responsibility from the governing body to fulfil the responsibilities of the Governing Body as specifically itemised below. The committee will operate in accordance with the provisions of the Scheme for Financing Schools (the LMS Scheme), Minimum Standards Financial Regulations to maintain effective arrangements for the efficient deployment of school resources

Best Value

Where possible and reasonable the Governing Body will ensure the principles of Best Value are followed when making decisions.

The principles of Best Value are:

- Challenge - why, how and by whom an activity is carried out;
- Compare - performance against other schools and between parts of each school;
- Consult - involving stakeholders, especially pupils and parents;
- Compete - as a means of securing efficient and effective services.

Decision or Recommendation

D= decision to be taken by the committee and reported to the full GB in the minutes

R= the committee to bring recommendation to a meeting of the full GB for a decision

Note from Governor Support: The level of delegated decision making given to a committee needs to be agreed by the full Governing Body. Full delegation (within legal requirements) is suggested below but you may wish to set different levels with the committee making more recommendations and fewer decisions. Whatever you decide, make sure there is no duplication between the work of the committee and the full governing body. All delegated decisions must be reported to the full Governing Body through the minutes from the committee.

Finance		
Lead governors: James Lyon & Steve Fearn		
In consultation with the Headteacher and taking into consideration: <ul style="list-style-type: none"> a. available resources b. sustainability of commitments c. the school improvement plan (SIP) d. forecast pupil numbers e. anticipated contractual liabilities f. other relevant factors the committee to scrutinise and agree the formal budget plan(s) for the financial year (Spring Term) and make recommendations to the Governing Body for its approval	R	
To ensure the continued knowledge and understanding of governors in respect of the requirements of Financial Management Standards in Schools		
To ensure the establishment and maintenance of an up to date 3 year financial plan, ensuring that current data is used to inform the 3 year plan		D

To monitor budgets for all funds under the Governing Body's control, including virement decisions, at least termly and to report significant variances from the anticipated position to the Governing Body	D
To establish/recommend as appropriate policies (to include recommended levels of delegation) to the Governing Body. This will include a: <ul style="list-style-type: none"> • Finance Policy • Budget Monitoring Policy • Charging and Remissions Policy • Governor Expenses Policy • Best Value Statement (by 1st May annually) 	R D D D R
To monitor expenditure of all voluntary funds kept on behalf of the Governing Body and ensure the annual audit of these funds	D
To make decisions in respect of service level agreements	D
To consider and approve non routine expenditure (not provided within the School Improvement Plan) in accordance with the Finance Policy including recommendations from other committees	D
To monitor statistics, performance indicators and key ratios and other non financial data affecting budgets, directing action as appropriate	D
To receive audit reports and refer key issues to the Governing Body. Direct the response to such reports and ensure such reports are appropriately acted upon	D

Personnel	
Lead governors: Louise Mason & Jenny Lloyd	
In consultation with the Headteacher, and giving consideration to the School Improvement/Development Plan, to review the staffing structure annually and whenever a vacancy occurs (Review in Summer Term)	D
To agree a Pay Policy for all members of staff (Review in Autumn Term)	D
To approve the policy and procedures for dealing with conduct, capability, grievance and redundancy and ensure that staff are informed of these	D
To approve the Performance Management Policy and make decisions in accordance with the policy in relation to staff pay including the leadership team	D
To review identified staffing policies as necessary and ensure that staff are consulted on changes to policies that affect their terms and conditions of service	D
To make arrangements for interviewing and appointing staff, including agreeing governor involvement in different types of appointments.	D

To ensure work/life balance issues for all staff are given proper consideration when making decisions and that the working conditions and wellbeing of the staff are kept under review	D
To ensure that requirements for safer recruitment are in place	D
<p>To review:</p> <ul style="list-style-type: none"> • Probationary Policy - School Support Staff • Support Staff Appraisal Scheme • Maximising Attendance / Managing Sickness Absence • Staff Leave & Absence • Capability Procedure • Conduct Policy • Whistleblowing • Confidentiality • Continuing Professional Development • Exit Interview Proceedure • Redundancy Policy • CRB Disclosure Policy • Model Greivance Poicy • Maternity Leave Policy 	D

Premises	
Lead governors: Richard Westlake & Sandra Dalglish	
To assist the Headteacher and discharge the responsibilities of the Governing Body on matters relating to the school premises and grounds, security and environmental	
<p>To carry out an annual inspection of the premises and grounds, receive reports from staff and agree a statement of priorities for maintenance and improvement (with reference to the Asset Management Plan)</p> <p>Spring Term - Internal</p> <p>Summer Term - External</p>	D
To agree the costs and arrangements for maintenance, repairs and redecoration within the budget allocation	D
To oversee the preparation and implementation of contracts, ensuring best value (see above) principles are adhered to	
To agree a Lettings Policy (review annually in Summer Term)	D
To agree and review an Accessibility Plan and Security Policy (Security Risk Assessment)	D

Health and Safety and Welfare	
Lead governors: Richard Westlake & Sandra Dalglish	

To assist the Headteacher and discharge the responsibilities of the Governing Body on matters relating to Health and Safety issues within the school	
To consider the advice and recommendations and the model Health and Safety Policy supplied by the Local Authority and to agree and keep under review a Health and Safety Policy for the school	D
To ensure that the necessary school management organisation is in place to implement the school's Health and Safety Policy	D
To monitor the effectiveness of the school's Health and Safety arrangements	D
To review: <ul style="list-style-type: none"> • Risk Assessments • Road Safety Policy and School Travel Plan • Administration of Medicines • Nutrition (Healthier Eating Policy - Nutritional Standards Food in Schools) • Health & Wellbeing Partnership Policy • Fire and evacuation procedure • Internet use by staff 	D
To ensure that nutritional standards meet the minimum requirements	D